



WICHITA STATE  
UNIVERSITY  
FAIRMOUNT COLLEGE OF  
LIBERAL ARTS AND SCIENCES  
Advising Center

## Application for Exception to Catalog Regulations College of Liberal Arts and Sciences

Name \_\_\_\_\_ WSU ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Liberal Arts and Sciences Major \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ International Student ☐ VA Benefits ☐

Your petition will not be considered without an LAS advisor's signature. This signature is not a guarantee of a particular decision from the faculty committee.

**Your results will be emailed to your WSU address.**

### Part I

State in a single sentence your request. Common requests include readmission, late withdrawal of courses, and waiver of graduation requirements. Be specific. For late withdrawals, include course names and semesters. For graduation requirements, identify the actual requirement for which you request an exception.

If applying for readmission, please indicate which semester you wish to begin taking classes:

Fall ☐ Spring ☐ Summer ☐ Year 20 \_\_\_\_\_

### Part II

Write a letter of justification for your request (one page maximum). Please review the following checklist for your letter.

1. Request letter must be typed and no longer than one page. Please check for spelling and grammar.
2. Must include relevant information about what happened, and your plan to remedy any problems.
3. If you cite medical, employment, or serious personal issues, you **must** include documentation.
4. Attach unofficial copies of transcripts if you attended another school after leaving WSU.
5. Turn in your petition to the LAS Advising Center.
6. **If you do not turn in your petition in-person or by email, please call (316) 978-3700, option 2, to confirm that it has been received!**

### OFFICE USE ONLY BELOW THIS POINT

#### College Committee Decision

Approve    Deny    Table

#### University Committee Decision

Approve    Deny    Table

## **Guidelines for Completing Your Petition**

**Advising:** Petition forms will not be presented to the committee unless you speak with an LAS advisor in Lindquist Hall, Room 208, and the advisor signs the form. This step is required to make sure you have been given proper guidance on the nature of your request, the contents of your justification letter and supporting documentation, and the possible ramifications if your request is granted. Please be aware that an advisor cannot guarantee any particular decision regarding your request; our office does not have the authority to approve or deny a petition.

**Delivery:** The petition form and your letter can be turned in to our office by mail, fax, email, or in person. If you mail or fax your petition, please call the LAS Advising Center at (316) 978-3700, option 2, to confirm it has been received. If emailed to the address below, an automatic reply will be sent confirming receipt.

- **Mail:**

Wichita State University  
LAS Advising Center Exceptions  
1845 Fairmount, Box 6  
Wichita, KS 67260-0006

- **Fax:** (316) 978-3858

- **Email:** [las.exceptions@wichita.edu](mailto:las.exceptions@wichita.edu)

- **In person:** Lindquist Hall, Room 208

If you are turning your petition in by email, a signature is still required. You can sign the form electronically using Adobe Acrobat Reader. Alternatively, you can print the form, sign it, and either scan it or take a well-framed photograph of it.

**Procedure:** The petitioning process is a formal procedure in which your written petition is given careful consideration. Two committees see your petition: The Liberal Arts and Sciences College Committee which is composed of faculty from the LAS College, and the University Committee which is composed of faculty from several academic disciplines at Wichita State University.

**Results:** The Exceptions Committee typically meets once a month to review petitions. Results are available on the Monday following the action of the University Committee; your results will be emailed to your WSU-provided email address that day, and you may also request a copy of your results in Lindquist Hall, Room 208. Due to federal privacy laws, we cannot release Exceptions Committee results over the telephone. Make sure you can access your WSU-provided email address before results are sent out. If you need assistance accessing your WSU-provided email address, please contact the WSU Help Desk at [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu) or (316) 978-4357.